CITY OF DUBLIN
RECORDS COMMISSION

Meeting Minutes

Date of Meeting:	January 24, 2013
Present:	Lisa Wilson, Court Administrator; Mitch Banchefsky, Assistant Law Director; Darin Moore, Records Commission Member; Steve Sova, Director of Accounting and Auditing; Anne Clark, Clerk of Council Jim Thompson, IT; Terry Schimmoller, Events
Absent:	
Date of Next Meeting:	July 25, 2013 at 9 a.m. in Council Chambers

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Roll Call

Ms. Wilson called the meeting to order at 9:07 a.m.

Review/Approval of Meeting Minutes from January 19, 2012

Mr. Banchefsky motioned to approve the minutes from the last meeting. Mr. Moore seconded the motion. Motion carried.

Longevity of Electronic Records-General Discussion w/ Jim Thompson (IT)

Ms. Wilson stated that at our last meeting, Mr. Moore brought up the question of our policy on permanent records and electronic storage and turned to him to further state the question. Mr. Moore explained that what he is asking is really an exploratory question and asked if we need to acquire a certain specification of long term storage of our electronic records. The example he gave at the last meeting and again at this meeting, was that his grandmother had Microsoft Publisher on which she made all her birthday cards. Today there is no longer MS Publisher so all the information that his grandmother had is useless. Mr. Moore wants to make sure the City has provided itself with a safeguard to be able to get to electronically stored information in 10 and 20 years from now as technology changes.

Mr. Thompson (representative from IT) stated the application that the City's IT department has decided to use is LaserFiche. This program uses a standard TIFF (Tagged Image File Format) and has been around since the mid 1980's. This format was designed specifically for the longevity and storage of scanned documents. The City is depending on its servers' capability of keeping those records around for a very long

time. Mr. Thompson stated he has been with the City for 15 years and there are currently records on the server that have been there for that length of time. He said the City is also dependent on the TIFF format to be maintained by technology in years to come and if there are changes to those applications, again the City is dependent on technology to make changes viable in such a way that we are able to maintain those formats for years to come.
Mr. Moore said he assumed that the records are now stored in a database. Mr. Thompson replied the records are stored in a sequel database and each volume is broken out into a data set. Within the application you can export the files or document in a PDF, TIFF, JPEG or other format and send by email.
Mr. Moore asked if we need to define a set of requirements for long term electronic storage or do we hand it off to the state.
Ms. Wilson asked Mr. Banchefsky what his thoughts were.
Mr. Banchefsky stated that we have to rely on IT but that it wouldn't hurt to check on this periodically. Maybe that's a mission statement that IT has and that would be the extent of our involvement.
Mr. Sova agreed that we are not in a position to dictate from a technology standpoint. Maybe some kind of policy statement that records retention will always be compatible with the current state of technology to ensure its accessibility.
Mr. Thompson stated it was his understanding that the State of Ohio has approved of the digital format and that is now an acceptable standard.
Ms. Wilson stated that the State of Ohio has recommended that permanent records not be stored electronically but that is only a recommendation. They have approved and signed off on everything that has been sent showing that some our records are being stored in this manner.
Ms. Schimmoller added that she doesn't think this discussion is unusual and there must be an overall industry wide thought process on this subject and we may find that someone has already worked through this problem. She adds that she has seen articles on this but has no idea what industry wide publications are out there to research.
Mr. Thompson stated the vendor the City has decided to go with for LaserFiche has been around since 1972. The Department of Defense is also one of their customers and he is sure that the issues we are discussing today have also been discussed by the bigger customers. It all falls back to the TIFF format which was designed specifically for scanned records storage and is used industry wide. If a change takes place, there is usually a migration path for those documents.
Mr. Moore asked if we need to change the Commission's mission statement to define our long term electronically stored documents. Mr. Banchefsky and Ms. Wilson agreed no change is needed and Mr. Thompson said the Commission could use IT's mission statement. Ms. Clarke asked if the Commission was saying it was a good idea to have a policy statement from the Commission going forward regarding electronic records storage and accessibility and the expectation of how it is done versus of relying on IT. Ms. Clarke added that a policy statement from the Commission affirming how the electronic storage is being dealt with would be a good affirmation from the formal body in the end to assure the public access of records in the City. Ms. Wilson stated that she

believes that it somewhat already exists in the Records Commission current statement but this is specifically the issue of the storage of electronic records. Mr. Moore added it may be adding more detail than it needs because the definition is more specific to IT. Ms. Clarke added that since it is on the agenda and there will be a record of what the Commission said, then it would be a good affirmation of what the policy states. Mr. Banchefsky asked Mr. Thompson to share with the Commission IT's mission statement. Mr. Thompson replied he would email it out.
Mr. Moore asked Ms. Clarke if they could agree that the role of the Commission is to define what the retention schedule is and empower those in charge of maintaining those records to follow that policy in a way to assure that those records are not accidentally deleted.
Ms. Clarke commented that the IT people's role is operating the systems and accessing the records but she sees the commission's role as historical preservation of those records and we are all partners in this but the Commission would want to affirm their roll in this.
Ms. Wilson added that she would send out the Commission's mission statement as well and we could review it at the next meeting.

Legislative Affairs (710 series)

Mr. Banchefsky stated that we could review the items and then take one vote.

Add "Board and Commission Appointee Application"

Suggested Retention – 3 years after service ends
Media type – Paper and/or Digital

Ms. Clarke stated that it was discovered they have approximately 20 years of applications but they do not fall under the HR employee application. It is appropriate that they separate this and add to the records schedule.

Add "Codified Ordinance-Supplements"

Suggested Retention – 5 years after adoption
Media type – Paper and/or digital

Ms. Clarke stated the supplements were not identified anywhere and they thought by adding this to the schedule it would help with managing it. Mr. Banchefsky asked if this is similar to American Legal's practice of replacing the old ordinances with the new ordinances when they are received. Ms. Clarke replied it is but the old copies are kept to show what was redacted. Ms Clarke added that they have voluminous amounts of old supplements and they want the ability to be able to manage it better. Mr. Banchefsky wanted clarification if these supplements are the original or copies. Ms. Clarke stated these are copies.

Add "Meeting Packets"

Suggested Retention – 5 years

Media type – Paper and/or digital

Ms. Clarke stated the meeting packets are actually the paper packets that are created for every Council meeting. They keep the electronic version for 5 years or until they no longer have any administrative value which gives them flexibility as people do reference the packets.

Add "Public Record Request"

Suggested Retention – 5 years
Media Type - Paper and/or digital

Mr. Sova asked Ms. Clarke if these public requests were going through her office or if they were City wide requests. Ms Clarke responded that through work with the Law Department, it has been policy for the last few years that City wide requests go through Legislature Affairs, which acts as the point department for all requests. She added that since they already have a record series with those records, she asked this to be added. Ms. Wilson asked if this should go under Legislature Affairs or if it should be put under the 800 series which is City wide.

710-93-253 "Meeting Agendas"

Change description to "Council, boards, committees, commissions"

Ms. Clarke stated 'Council' is being added because it only read 'boards, committees and commissions'.

710-93-313 " Meeting Audio Tapes"

Change title to "Meeting Audio Tapes and Digital Recordings"
Change description to "Council, boards, committees, commissions"

710-11-314 "Meeting Minutes"

Change description to "Council, boards, committees, commissions"

710-11-335 "Proclamations"

Add description "Ceremonial documents of temporary nature issued by the Mayor"
Change retention to 2 years

Ms. Clarke stated that proclamations are ceremonial and there is no reason to retain the record.

710-93-349 "Special Reports"

Change title to "Special Reports and Studies"
Change retention to 5 years minimum or until no longer of administrative value

Mr. Moore asked what a 'study' entails. Ms. Clarke responded that a study was like the 'Southwest Area Plan' or the 'Bright Road Study' and wants the change to be more reflective of what the title indicates. Ms Wilson asked if these studies came from staff or outside consultants. Ms. Clarke responded that generally the come from outside consultants.

710-93-287 "Dublin Convention and Visitor's Bureau"

Remove from schedule. Records no longer created and none exist.

Ms. Clarke stated there are no records for this and as a matter of housecleaning this needs to be removed from the record.

710-11-334 "Proceedings of Commission for Public Construction"

Remove from schedule. Records never created and none exist.

Ms. Clarke stated that her and Ms. Wilson discussed this briefly and it was determined by Ms. Wilson that research needed to be done as to why this was created before they remove it. Ms Wilson replied that she had researched it briefly the day before and found it was not on the original Records Schedule in 1992 and was added in 1993. Mr. Banchefsky, who was on the Commission at that that, has no recollection of why this was put on the schedule.

710-93-343 "Request for increase of Utility Rates"

Remove from schedule. Records no longer created and none exist.

Ms. Clarke stated the City has no utilities so there is no need for this.

Mr. Moore asked that from this list the only change that the commission is to make is move the "Public Record Request" to an 800 series. Ms. Wilson said that was correct and asked if they wanted to table the "Proceedings of Commission for Public Construction" until she was able to further research. Mr. Banchesky stated that it wasn't necessary.
Mr. Sova motioned to approve. Mr. Banchefsky seconded the motion. Motion carried.

Roundtable
No items for roundatable.

Next meeting will be Thursday, July 25, 2013 at 9 pm at City Hall.

Mr. Sova motioned to adjourn the meeting. Mr. Banchefsky seconded the motion.

Meeting adjourned at 9:51 am.

Sharon Hague
Recording Secretary